



NORTHWEST POWER NORTHWEST VALUES

Job Title & Series:
Financial Analyst, GS-1160

Job Announcement Number:
9839-12-DE

Grade & Salary Range:
GS-13: \$82,260 - \$112,136

Opens: 02/14/2012
Closes: 03/14/2012

Full performance level: GS-13.

***Initial cut-off date: 02/28/12.** Applications received by the initial cut-off date will receive first consideration. Applications received after this date will be considered only if needed. It is to your advantage to apply early

(Applications must be received by 11:59 p.m. Pacific Time)

Anticipated number of positions to be filled:
More than one position may be filled.

Location: Portland, OR

Federal transfer relocation is not available for this position.

Type of Position: This is a permanent position with a full-time work schedule.

Benefits: BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

Eligibility

All United States citizens are eligible to apply.

NOTE: You must submit separate and complete application packages for each vacancy for which you would like to be considered. This includes current or former federal employees eligible for transfer or reinstatement, veterans eligible for appointment under the Veterans' Employment Opportunities Act or other veterans' programs, and others eligible under special hiring authorities may apply under external announcements and internal Merit Promotion procedures: 9840-12.

About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

Job Summary & Major Duties

Leads and works with teams of cross-functional subject-matter experts to develop and implement innovative approaches to project cash flow and liquidity status/forecasts of BPA finances and recommend options and strategies for borrowing and investing funds with the U.S. Treasury and other nonfederal financial institutions.

Develops BPA's borrowing and investment plan setting forth BPA's financial strategies. Assesses the impact of changes in cash flow circumstances on accounting requirements and financial statements, evaluates options to best achieve financial goals, and develops comprehensive briefing materials explaining the benefits, risks, and disadvantages of various financial strategies. Presents options and recommendations to the BPA Administrator and other key executives for final decisions on strategic policy changes.

Analyzes market conditions, identifies trends, and generates ideas and potential strategies to optimize borrowing, investing, and debt refinancing opportunities. Stays abreast of Bonneville's financial posture and future funding requirements to ensure that projected revenues, cash flow, and liquidity status will meet BPA statutory requirements, U.S. Treasury and OMB expectations, and other requirements while optimizing BPA's financial situation.

Stays current and provides advice about the latest financial developments and practices and looks for opportunities to use them to enhance cash and treasury management activities (e.g. Efficient Frontier.) Identifies the most promising approaches and integrates new financial tools and methods to fashion tailored solutions to

BPA's financial challenges. Evaluates borrowing and investment options to determine viability, potential impact, and applicability to BPA's long-term business goals and requirements. Briefs BPA Administrator at monthly meetings on how financial trends affect the borrowing and investment plan and recommends specific strategies to adjust the plan to meet business goals.

Represents Cash and Treasury Management, Treasury, Finance, and the BPA in conferences and meetings with other agencies, State and local authorities, private industry and public groups

Maintains continuing relationships with managers and employees within Bonneville, Department, and Federal officials, bankers, other private sector financial professionals, utility financial professionals and nationally recognized rating agency representatives on all matters related to the organization's role in implementing financial strategy.

Leads special studies that address the impact of BPA financial policies and practices on stakeholders. Conducts public review processes to vet existing and proposed practices affecting financial policies in involved in rate-setting and access to capital initiatives.

The employee has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her organization, between his/her organization and groups, and with those positions key to the effective accomplishment of Bonneville's business and customer service objectives. Builds and encourages the successful development of other analysts and team members. Champions positive and productive team results and effectively inspires team members.

Cash and Treasury Management conducts agency cash and treasury management activities, which include cash flow and cash reserves forecasting, funds control, assessing and settling of penalty bills, reimbursable billings and collections, and US Treasury transactions/services. They develop and implement BPA's cash and treasury management strategies including the BPA Fund investment strategies and the Treasury debt issuance strategies. This organization coordinates BPA's borrowing plan with the U.S. Treasury and develops the amortization plan for actual repayments to the U.S. Treasury. Members of this organization have lead relationship responsibilities with U.S. Treasury officials.

Qualifications

SPECIALIZED EXPERIENCE

GS-13:

1. Experience interpreting and applying complex federal finance laws and regulations to develop and present borrowing and investment options to management officials;
2. Experience using financial or economic models to evaluate the impact (costs, benefits, risks) of debts and investments on long-term business goals, including developing long-term financial forecasts as part of a budgeting or business planning process;
3. Experience analyzing how cash flow, liquidity, and debt service costs impact the organization's overall business strategy; and
4. Experience conducting cash flow and liquidity financial analyses to develop forecasts and develop recommendations for optimizing cash flow/liquidity strategies.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your category rating: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority.

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. **Clearly articulating your work experience to determine the application of this knowledge, these skills or abilities through performance is critical to determining your qualifications for this position.** For more information on how to provide supporting information for KSAs, please visit http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

1. **Knowledge of, and ability to interpret and apply, public finance laws, rules, regulations, policies, and practices to develop, recommend, and implement liquidity, investment and borrowing policies and strategies to optimize an organization's borrowing, investment, and cash flow strategies.** Your application materials should demonstrate:
 - Experience interpreting and applying public finance policies, guidelines, and practices to an organization's cash and treasury management program(s)
 - Experience developing, recommending, and implementing liquidity, investment and borrowing policies and strategies; and
 - Experience providing strategic policy advice and guidance related to an organization's liquidity, borrowing and investment program(s).
2. **Knowledge of economic and financial planning principles, the financial markets, investment banking, and analysis and reporting of financial data in order to quantify the costs and benefits of borrowing and investment proposals and evaluate the impact of various options on an organization's long-term financial strategies.** Your application materials should describe:
 - Experience using economic or financial models and techniques to determine and evaluate the impact (costs, benefits, relative risks) of debts and investments for a business or organization; and
 - Types of businesses or projects involved and the factors/techniques/tools you used to develop recommendations to meet the organization's business and financial objectives.
3. **Knowledge of, and skill in applying, cash flow and cash liquidity forecasting techniques to develop and implement innovative approaches to cash flow and liquidity status and forecasts of an organization's finances and recommend options and strategies to optimize an organization's financial strategies.** Your application materials should demonstrate:
 - Experience conducting financial analyses to identify and validate economic and non-economic variables impacting cash flow/liquidity projections;
 - Experience developing cash flow/liquidity forecasts and evaluating the impacts of changes in cash flow variables; and
 - Experience developing and recommending cash flow/liquidity policy and strategy options to management officials.

ADDITIONAL REQUIREMENTS

- **Confidential Financial Disclosure:** Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.

SECURITY & SUITABILITY

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18

Application Package Checklist

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position.
Applications must include the following information:
 - Job Announcement number, title, and grade
 - Full legal name, mailing address, contact telephone number and email address
 - **Country of citizenship** (SSN or other ID is not requested at this time)
 - High school attended which includes name of high school and location.
 - Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
 - Indication if we may contact your current supervisor.
 - List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
- ☐ Grade level(s) for which you are applying
- ☐ **VETERANS:** To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.
- ☐ All applicants are encouraged to complete the Ethnicity and Race Identification attached.

How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** jobs@bpa.gov with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Additional Information

Veterans Information: <http://www.usajobs.gov/vi>

Career Transition Assistance Program/Interagency Career Transition Assistance Program

(CTAP/ICTAP): Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Forms Availability: All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

U.S. Office of Personnel Management Guide to Personnel Data Standards	ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial) <div style="background-color: #cccccc; width: 100px; height: 20px;"></div>		
Agency Use Only		
Privacy Act Statement Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.		
Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.		
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.		
RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY	
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

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